

## **Council on Aging Board Meeting Minutes**

Meeting Date: Thursday, March 25, 2021

A meeting of the Council on Aging Board was held on Thursday, March 25, 2021 at 10:00am via Zoom with the following members present: Richard McCarthy, Josette Burke, Linda Winslow, Jim Pellegrine, Roseanne Rockwell, Dorothy Smith, and Mary Jones. Also in attendance was the COA Director Kerri McNanama, COA Assistant Director Debbie Fradkin, COA Outreach Worker Laurel St. Pierre, Select Board Member Mark Gallivan, and Nancy Aicardi. Absent was member Theresa Lehrman

10:00 AM: Roll Call was taken by Board Chair Richard McCarthy to ascertain a Quorum, and the Meeting was called to order.

Board Chair Richard McCarthy called for a review of the previous month's minutes. No corrections were noted and the Board made a motion to accept the minutes. Linda moved and Dot seconded. Motion carried by a 6-0-1 vote with Josette abstaining as she was absent on February 25<sup>th</sup>.

COA Director Kerri McNanama provided a slide presentation on statistics and programming at the Center for the month of February.

The Presentation covered:

- A review of the February statistics for Outreach and Programming. The Outreach numbers continue to increase exponentially. The total Outreach for February was 1794, 1792 clients and 2 service providers. The breakdown is as follows: 1538 phone calls, 75 emails, 139 Food Pantry deliveries, 12 pieces of mail, 2 medical, and 27 in person COA visits.
- Of the 1538 phone calls, 1171 calls were regarding Covid and 152 calls for AARP tax assistance. Laurel mentioned that as stressful as it is for clients to try and schedule Covid vaccination appointments, it's also very stressful for the family members who are trying to help them.
- Medical Rides: the Center provides rides to Walpole, Dedham, Norwood and Foxboro on Mondays and Thursdays from 9:00am to 1:00pm. Currently Jim is doing most of these with assistance from a volunteer so that he can do curbside drop off whenever possible.
- On April 1<sup>st</sup>, the Center will start an assessment of all van riders to ensure that they are able to get on and off the van with no problems.
- March Outreach numbers are running approximately 400 – 500.

Covid-19 Immunizations Update:

- The BOH Covid Clinics at the COA concluded on March 18<sup>th</sup> as the State has ceased to send vaccines to local Board of Healths.
- One issue that has come up with the State's Pre-Registration site is that, when a client receives a return call, many times it is for a site that is nowhere near Walpole. If a client does not accept the appointment, their name goes to the bottom of the List for call backs.
- The Center is still trying to coordinate appointments for seniors and Deb was able to schedule a few appointments at the Norwood Hospital facility in Westwood.
- Kerri to follow up with Big Y to see whether they will be able to start up vaccinations once again.

#### Food Pantry Update:

- Next Delivery Date: April 7, 2021 (deliveries are the first and third week of the month)
  - Only 19 registrations at this point
- Total deliveries for February: 139
- The COA takes registrations for deliveries and coordinates the routes
- People are also able to pick up at the high school on Wednesday afternoons between 1:00pm and 3:00pm
  - No pickups available on weeks with a Monday Holiday
  - No pickups during school vacations

#### Update of VSO Coverage:

- Coverage has been provided by the COA for 6 months
- A new VSO has been hired – Mark Bryson, who started on March 22<sup>nd</sup>
  - This is his first VSO position
  - He has a lot of knowledge of veterans and veterans programs
- The COA will still cover Chapter 115 benefits and assist as needed until Mark is trained and acclimated to his new role
- Walpole still shares this position with Medfield

#### Phasing In (Operational Update)

- Phase 3: Vigilant - to start as of April 1, 2021
- Staff will be returning to pre-pandemic normal operations by April 1<sup>st</sup>
- The Center will be open from 9:00am to 3:30pm for walk in assistance and Programs
- The check-in kiosk will now have a built-in Covid-19 screening that people will need to fill out each time they enter
- Increased capacity in the Murphy Room has been approved for a 20 person seating plan by the BOH
- Upstairs the Old Colony Room and the Neponset Room will be opened. The Old Colony will be able to handle 8 people, while the Neponset room will be able to handle 6
- Capacity numbers will adjust as the State makes adjustments
- All Programs are by pre-registration only
- Program diversity is increasing, but capacity is still limited
  - It is hoped people will cancel if they can't make it as there are waiting lists for Programs
- Zumba will now be live-streamed through Walpole cable TV
- Foot Care will resume in May
- The State has also now changed the space limit on the bus from 6ft. to 3ft.

#### Board Appointments:

- Currently, Rich, Linda and Janet's terms expire on March 31, 2021
- Theresa Lehrman will not be renewing as she will be moving
- Janet would like to move to a Regular Member from an Associate Member – this would leave one Regular Member and two Associate Member openings on the Board
- Officially the Select Board will post openings, and openings must be posted for 30 days
- The Select Board will approve (vote on) any new members
  - The COA can give recommendations on Applicants, but the Select Board has the final say on approval

- Article 4, Section C of the By-Laws spells it out...the Executive Board is to meet with candidates prior to the Vote
- The COA Board is comprised of 9 Walpole residents – Josette would like to have the new Board Members all set prior to the total phase in of the COA
- Mark advised Janet to go to the Town Clerk's office today or tomorrow to re-apply for the Regular Member appointment
- The Select Board's meeting on April 6<sup>th</sup> will look at Janet's application and appointment
- The Select Board's meeting on April 20<sup>th</sup> will vote on Janet's appointment
- There are other applicants for the openings on the Board, but nothing can be done until the By-Laws have been revised, accepted and sent to the Select Board

#### Board By-Laws:

- The Revised By-Laws were mailed to the Board last week for discussion today, unfortunately members have not received them as yet
- Linda, Dorothy, Janet and Josette have been meeting with Mark Gallivan of the Select Board
  - COA Policy and Procedures should be updated every 5 years
  - Any changes to the By-Laws need to go to Select Board
- Josette asked if anything needed to be added to the New By-Laws regarding Covid-19
- Linda asked whether there is a need to separate the Recording Secretary from the Correspondence Secretary now that we have the two
- It was decided to have a separate Meeting via Zoom on April 7<sup>th</sup> at noon to review and vote on the By-Laws in order to get them to the Select Board for posting

The Meeting as per the Agenda ended at this point at 11:01am

#### Additional Discussion:

- Rich suggested that a letter should go to Terry thanking her for her service to the Board
  - Kerri will draft – Rich will deliver
- Mark Gallivan suggested that Kerri make a short presentation to the Select Board regarding an update on activities at the COA - date to be determined
- Patio Upgrade at the COA Center is to be added to the Agenda for April
  - Deb mentioned that a tax write-off person will maintain the watering and upkeep of the patio plantings
- The numbers on the Email List keep increasing – not just seniors, but family members also who would like to stay informed on behalf of their parents

**The next Board Meeting is scheduled for April 7<sup>th</sup> at 12noon via Zoom Teleconference for discussion on the By-Laws.**

**The next full Board Meeting is scheduled for April 22<sup>nd</sup> at 10:00am in person in the Murphy Room at the COA Center**

Linda Winslow made a motion to adjourn the meeting at 11:15am. Mary Jones seconded and the vote was unanimous.